



**HOUSING AUTHORITY  
of the County of Los Angeles**

700 W. Main Street • Alhambra, CA 91801

Tel: 626.262.4510 • TDD: 855.892.6095 • [www.hacola.org](http://www.hacola.org)

**Hilda L. Solis  
Mark Ridley-Thomas  
Sheila Kuehl  
Don Knabe  
Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, OCTOBER 28, 2015  
12:00 PM  
CARMELITOS HOUSING DEVELOPMENT  
COMMUNITY CENTER  
851 VIA CARMELITOS  
LONG BEACH, CA 90805  
(562) 423-5464**

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**1. Call to Order**

**2. Roll Call**

**James Brooks, Chair  
Michelle-Lynn Gallego, Vice Chair  
Alma Cibrian Reza  
Gesele McBroom-Marsh  
Henry Porter Jr.  
Joelene Tapia  
Margaret Mott  
Mary Canoy  
Ruth Feinberg  
Val Lerch  
Zella Knight**

**3. Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of September 23, 2015.

**4. Report of the Executive Director**

**5. Presentations**

Annual division program overview winner: Assisted Housing - Angelina Romero

**6. Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

## Regular Agenda

### **7. Approve Construction Contract for West Knoll Roof Replacement Project (Districts 3)**

Recommend that the Board of Commissioners find that the proposed Project is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and record of the Project; recommend that the Board of Commissioners find that the public interest and necessity demand immediate action for the emergency construction of a new roof at the West Knoll senior public housing development in the City of West Hollywood, and find that this emergency action cannot be delayed by a competitive solicitation for bids, and that approval of the Project is necessary to respond to the emergency; recommend that the Board of Commissioners approve the Project and adopt the plans and specifications that are on file with the Community Development Commission's (Commission) Construction Management Unit for construction of the Project; recommend that the Board of Commissioners adopt the enclosed Resolution delegating authority to the Executive Director or his designee to execute the attached Construction Contract, and all related documents, with BELFOR USA Group Inc., using up to \$657,001 in Community Development Block Grant (CDBG) and Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD), for the emergency roof replacement at the West Knoll senior public housing development in the City of West Hollywood, following receipt of the approved Faithful Performance and Labor and Material Bonds and insurance filed by the contractor; recommend that the Board of Commissioners approve a contingency amount of up to \$65,700 (10% of the original Construction Contract amount) for unforeseen project costs using CFP funds, and authorize the Executive Director or his designee to approve individual changes or additions in the work being performed under the Contract using the contingency amount; recommend that the Board of Commissioners authorize the Executive Director or his designee, upon his determination, and as necessary and appropriate, to amend the Contract, to terminate the contractor's right to proceed with the performance of the Contract, or to terminate the Contract for convenience.

### **8. Housing Commissioners May Provide Comments or Suggestions for Future Agenda Items**

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least (3) business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (626) 586-1501, or by e-mail at [roberta.lear@lacdc.org](mailto:roberta.lear@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES (HACoLA)  
MINUTES FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, September 23, 2015.

The meeting was convened at HACoLA Headquarters, 700 W. Main St., Alhambra, CA 91801.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Housing Commissioner Chair, Brooks, at 12:06 p.m.

<u>ROLL CALL</u>	<u>Present</u>	<u>Absent</u>
James Brooks, <b>Chair</b>	X	
Michelle-Lynn Gallego, <b>Vice Chair</b>		X
Alma Cibrian Reza		X
Gesele McBroom-Marsh	X	
Henry Porter	X	
Joelene Tapia	X	
Margaret Mott	X	
Mary Canoy	X	
Ruth Feinberg		X
Val Lerch	X	
Zella Knight	X	

**PARTIAL LIST OF STAFF PRESENT:**

Sean Rogan, Executive Director  
Emilio Salas, Deputy Executive Director  
Maria Badrakhan, Director, Housing Management  
Margarita Lares, Director, Assisted Housing

**GUESTS PRESENT:**

None.

### **Reading and Approval of the Minutes of the Previous Meeting**

On Motion by Commissioner Knight, seconded by Commissioner Canoy, the Minutes of the Regular Meeting of August 26, 2015 were approved.

### **Agenda Item No. 4 – Report of the Executive Director**

Deputy Executive Director, Emilio Salas reported the following:

The Westknoll housing development rain storm related roof damage occurred on July 18, 2015. There were 65 units damaged and the residents were out for 6½ weeks.

On September 15, 2015, we had a re-occurrence of the event with 88 units damaged, in addition to the community room and lobby. This damage is much more extensive.

Residents are once again relocated to the Burbank Marriott hotel, some at a local West Hollywood hotel, or an assisted living facility and the remainder with their families.

The contractor estimated the work will require 8 weeks to complete.

Mr. Salas explained that regarding the roof, we have foregone the installation of the solar panels which would have required the continued removal of the remainder of the roof and have opted to install a new roof over the exposed section. Over the weekend work crews worked around the clock to install a waterproof cap sheet that is now able to withstand a substantial rainfall. The contractor is following this work up by installing an additional layer of foam to provide thermal insulation. This work is being completed over the next week. Finally they will be laying a third elastomeric layer on top of the entire roof which will provide a 20 year warranty.

We have contacted the Department of Community and Senior Services (DCSS) to assist in providing case management resources. They are deploying resources on Thursday, September 24, 2015 to provide individual assessments of residents on a voluntary basis. These assessments will be used to determine what resources they are eligible to receive to include transportation assistance which will be helpful for those who have medical appointments.

The city of West Hollywood is providing assistance with transportation once again by having a daily shuttle service to and from the hotel into the city of West Hollywood. We have staff on site to provide assistance and oversee the residents' needs.

Mr. Salas announced that the site based waiting lists were opened on August 20, 2015. In conducting a follow up analysis we are preparing to close 5 of the 13 waiting lists as we now have a sufficient number of applicants for the lists we are going to close.

We are scheduled to close the lists on October 30, 2015 and publish a 30 day notice in this regard. The sites with waiting list closures are Foothill Villa, Santa Monica Family, Marina Manor, Quartz Hill, and Westknoll/Palm Apartments. As of September 14, 2015, we have 19,082 unduplicated applicants countywide, of which 6,089 are in jurisdiction.

Mr. Salas announced that this past month we continued to participate in the Veteran's Administration (VA) community engagement events and have been able to continue providing same day voucher issuance. We have shared our feedback with the VA in regard to making these events more successful as they are gearing up for a much larger event in December 2015 at the Los Angeles Convention Center.

Mr. Salas explained that we have continued to consider alternative options to disposition of South Scattered Sites (SSS) housing development. At the request of the 2<sup>nd</sup> Supervisorial District; we have engaged stakeholders to include the non-profit community, other public agencies and developers to determine what model would work best.

After hearing the feedback we have begun exploring alternatives for the Board of Supervisors consideration to include a special designation for the SSS Asset Management Projects (AMP). We have engaged the local United States Housing & Urban Development (HUD) office in this process.

As a result the deadline for our Rental Assistance Demonstration (RAD) application that was tied to the disposition has expired. Therefore, any future disposition strategy that will include a RAD component would require us to reapply.

The Community Development Foundation (CDF) recently received a new grant from Edison for scholarships and Scholastic Assessment Test (SAT) preparation courses for public housing residents in the amount of \$25,000.

Later this month we will be submitting a grant application for the Jobs Plus initiative for our Harbor Hills housing development. This grant would provide funding for job readiness activities.

Mr. Salas explained that on October 10, 2015 and January 9, 2016, Public Broadcasting Service (PBS) will be airing a segment called "Things Green" which will feature a story on The Growing Experience (TGE). We are proud of the activities of our urban farm and welcome this type of exposure and recognition. Thanks to all the staff that make this such a successful program. TGE farm dinner is scheduled for October 18, 2015.

Mr. Salas explained that we have yet to get a budget approved from the federal government; therefore, we have begun the process of reaching out to HUD in regard to preparations for a government shutdown beginning October 1, 2015.

The passing of this stopgap measure has been drawn into a battle over funding for Planned Parenthood. However, the Senate took the lead and passed a Continuing Resolution (CR) which would leave everything at a status quo. That CR would take us up to December 11, 2015 unless an Appropriations Bill is passed sooner. The House is slated to act on the CR this week since they are on recess next week. This matter is now more critical than in previous years in that most Public Housing Authorities (PHA's) across the country, including HACoLA have depleted their Housing Assistance Payment (HAP) reserves following sequestration. We are keeping a close eye on this issue.

**Agenda Item No. 5 - Presentations**

- Community Policing and Team Building Training -
  - Housing Authority of New Orleans, August 17-20, 2015, Betsy Lindsay
- Family Self-Sufficiency (FSS) Graduate – Lavene Mays

**Agenda Item No. 6 - Public Comments**

None.

### **Regular Agenda**

**On motion by Commissioner Lerch, seconded by Commissioner Porter and unanimously carried, the following was approved by the Housing Commission:**

**AMENDMENT TO ELEVATOR MAINTENANCE SERVICES CONTRACT  
(ALL DISTRICTS)  
AGENDA ITEM NO. 7**

1. Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the contract with Amtech Elevator Services, to increase the annual amount by \$100,000 per year, to a total of \$200,000 per year, for elevator maintenance services for the Housing Authority.
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to further amend the contract with Amtech Elevator Services, to modify the scope of work, to increase the annual compensation by up to \$20,000 (10%) as needed for unforeseen costs, and if necessary, to terminate the contract.
3. Recommend that the Board of Commissioners authorize the Executive Director to extend the time of performance for one additional year, at the same annual cost of \$200,000 plus 10% contingency, using funds to be approved through the annual budget process.
4. Recommend that the Board of Commissioners authorize the Executive Director to incorporate up to \$120,000 into the Housing Authority's approved Fiscal Year 2015-2016 budget for this purpose.
5. Recommend that the Board of Commissioners find that the approval of an amendment to the existing contract for elevator maintenance services is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

**On motion by Commissioner Lerch, seconded by Commissioner Knight and unanimously carried, the following was approved by the Housing Commission:**

**APPROVE A SUPPLEMENTAL LAW ENFORCEMENT SERVICES  
INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF LONG BEACH  
(DISTRICT 4)  
AGENDA ITEM NO. 8**

1. Recommend that the Board of Commissioners find that the recommended actions do not constitute a project pursuant to the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the project.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director or his designee to execute and if necessary, terminate an Intergovernmental Agreement with the City of Long Beach, acting by and through the Long Beach Police Department (LBPD), to provide supplemental law enforcement services at the Carmelitos public housing development effective July 1, 2015 through June 30, 2016, in a total amount not to exceed \$360,000, using Public Housing Program funds.
3. Recommend that the Board of Commissioners authorize the Executive Director or his designee to extend the term of the Intergovernmental Agreement by up to four additional years, in one-year increments, at the same annual cost of \$360,000.
4. Recommend that the Board of Commissioners authorize the Executive Director or his designee, upon his determination and as necessary and appropriate, to execute amendments to the Intergovernmental Agreement, following approval as to form by County Counsel, to increase the compensation by up to \$36,000 per year, using the same source of funds, and to make other non-monetary changes as needed.

**Agenda Item No. 9 – Housing Commissioner Comments and Recommendations for Future Agenda Items**

Commissioner Canoy had no comments.

Commissioner Lerch thanked everyone for being here and thanked staff for their hard work. He noted the West Knoll issue was nicely handled.

Commissioner Mott thanked staff for their work on the West Knoll senior housing site and expressed how amazed she was at Commissioner Porters' vast knowledge of many different subjects and issues.

Commissioner McBroom-Marsh thanked everyone for their work on the West Knoll senior housing site and noted that she was glad to be here and was looking forward to attending the upcoming NAHRO conference in October 2015.

Commissioner Tapia expressed regret that she was unable to attend the upcoming NAHRO conference. She explained that within the last two years, she moved from the Maravilla housing development to the Triggs housing development and was concerned about the law enforcement at that site. Ms. Betsy Lindsay, Consultant, addressed the question with an affirmative answer and continued with details of two officers and a tip hotline, in place. Ms. Lindsay followed up with Commissioner Tapia after the meeting.

Commissioner Knight compared the West Knoll incident with the recent Katrina disaster in New Orleans and noted that staff used best practices dealing with this situation. She appreciated Betsy Lindsay's Community Policing presentation and requested information regarding California State Legislation (SB107 and AB2).

Commissioner Porter thanked Margarita Lares, Director of the Assisted Housing Division for efforts put forth with the Family Self-Sufficiency (FSS) Program and bringing residents in to speak positively about the program. He stated that education is the key to helping with problems in our communities. He also suggested that the Housing staff hand out an informative memo to residents on education; outlining how to be responsive and responsible.

Commissioner Brooks noted that this was an outstanding meeting.

On Motion by Commissioner Brooks, seconded by Commissioner Lerch, the Regular Meeting of September 23, 2015 was adjourned at 1:40 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Sean Rogan", with a horizontal line extending to the right.

SEAN ROGAN  
Executive Director  
Secretary-Treasurer

**Housing Authority - County of Los Angeles**

**FOR YOUR INFORMATION ONLY**

October 6, 2015

TO: Housing Commissioners

FROM: Margarita Lares, Director  
Assisted Housing Division

RE: **FSS PROGRAM UPDATE – SEPTEMBER 2015**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher Program participants achieve economic independence and self-sufficiency.

**ACTIVITIES**

<b>NUMBER CURRENTLY ENROLLED</b>	539	As of September 1, 2015
<b>NEW ENROLLMENTS</b>	8	FSS participants enrolled
<b>CONTRACTS EXPIRED</b>	3	FSS contracts expired
<b>DIRECT ASSISTANCE REFERRALS</b>	622 183 706 472 105 49 522 3 3 226 1	Workforce centers Home Ownership Program/seminars/workshops Job referrals Educational/vocational services Credit repair services Financial literacy Work Source/Job Fairs Transportation assistance Health & food services Other social services Youth services
<b>OUTREACH &amp; COMMUNITY EVENT</b>	1 1	Hosted Putting FSS to Work employment workshop Attended HUD FSS & ROSS training Seminar
<b>GRADUATIONS</b>	5	Graduates
<b>Pending Graduations</b>	2	Requests to graduate received

If you have any questions, please feel free to contact me at (626) 586-1670.

Attachment

## **FAMILY SELF-SUFFICIENCY (FSS) GLOSSARY OF TERMS**

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled on the FSS program as of the date the FSS Report is presented.
2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date on the month the FSS Report is presented.
3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.
4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.
5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.
6. **Graduations** – FSS participants that graduated last month.
7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.



**Sean Rogan**  
Executive Director

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**Michael D. Antonovich**  
*Commissioners*

October 28, 2015

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
700 West Main Street  
Alhambra, California 91801

Dear Commissioners:

**APPROVE CONSTRUCTION CONTRACT FOR WEST KNOLL ROOF  
REPLACEMENT PROJECT  
(DISTRICT 3)**

**SUBJECT**

This letter recommends award of an emergency noncompetitive Construction Contract to BELFOR USA Group Inc., for roof replacement at the West Knoll senior public housing development in the City of West Hollywood (Project).

**IT IS RECOMMENDED THAT THE COMMISSION:**

1. Recommend that the Board of Commissioners find that the proposed Project is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and record of the Project.
2. Recommend that the Board of Commissioners find that the public interest and necessity demand immediate action for the emergency construction of a new roof at the West Knoll senior public housing development in the City of West Hollywood, and find that this emergency action cannot be delayed by a competitive solicitation for bids, and that approval of the Project is necessary to respond to the emergency.
3. Recommend that the Board of Commissioners approve the Project and adopt the plans and specifications that are on file with the Community Development Commission's (Commission) Construction Management Unit for construction of the Project.

4. Recommend that the Board of Commissioners adopt the enclosed Resolution delegating authority to the Executive Director or his designee to execute the attached Construction Contract, and all related documents, with BELFOR USA Group Inc., using up to \$657,001 in Community Development Block Grant (CDBG) and Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD), for the emergency roof replacement at the West Knoll senior public housing development in the City of West Hollywood, following receipt of the approved Faithful Performance and Labor and Material Bonds and insurance filed by the contractor.
5. Recommend that the Board of Commissioners approve a contingency amount of up to \$65,700 (10% of the original Construction Contract amount) for unforeseen project costs using CFP funds, and authorize the Executive Director or his designee to approve individual changes or additions in the work being performed under the Contract using the contingency amount.
6. Recommend that the Board of Commissioners authorize the Executive Director or his designee, upon his determination, and as necessary and appropriate, to amend the Contract, to terminate the contractor's right to proceed with the performance of the Contract, or to terminate the Contract for convenience.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The award of this noncompetitive Contract will allow for the immediate construction of a new roof at the West Knoll senior public housing development consisting of 136 units. All residents were evacuated on September 15, 2015, due to water intrusion into the building during a rainstorm, as described in detail below. The recommended Contract award will allow the new roof to be completed expeditiously, so the senior residents can return to their units as soon as possible.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund

The contract will be funded with up to \$657,001, consisting of CDBG and CFP funds included in the Housing Authority's Fiscal Year 2015-2016 budget. The Housing Authority has submitted the required documentation to HUD to request approval to use federal funds for this Contract. In the event that HUD delays their response, the Housing Authority will execute a short-term loan with the Commission for general funds to

complete the project expeditiously. A 10% contingency of \$65,700 is also included for any unforeseen costs, as needed, using CFP funds.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The West Knoll senior public housing development consists of 136 units in the City of West Hollywood. In early July 2015, Access Pacific Inc., working under an existing Job Order Contract with the Housing Authority, began work on the replacement of the roof. The intent of the original project was to install a completely new solar roof.

The Housing Authority gave Access Pacific, Inc. approval to start the work during the summer months when, historically, there is little to no rainfall, particularly during a severe drought. However, we had an unseasonal rainstorm on July 18, 2015. Although the rain storm was forecasted and Access Pacific was alerted, it did not properly secure the area where the existing roof had been removed. This resulted in water intrusion into the building, damaging 65 units, and necessitated the evacuation of all the residents. The building was also yellow-tagged by the City of West Hollywood's Building and Safety Division. After the rainstorm, the Housing Authority's priority was to protect the roof. A new emergency contractor, BELFOR USA Group Inc. (BELFOR) was hired at the recommendation of the Housing Authority's insurance company to install a temporary roof protection cover as part of the insurance scope of work and to protect the units from further water damage. The protection functioned as expected when another rainstorm occurred the day after the initial rain.

After the July rainstorm, the Housing Authority started the reroofing process immediately, but discovered, upon the removal of the existing roof, that a new roof system had to be designed to support the solar installation, which required a number of reviews and approvals. Final approval was scheduled to be received on September 15, 2015, from the Los Angeles County Department of Public Works. On September 14, 2015, Access Pacific indicated to the Housing Authority that they were aware of the forecast rain that evening and the following morning and that they had inspected the temporary roof the week prior and had made minor repairs to it. On September 15, 2015, there was another very heavy rainstorm and the roof cover failed, causing greater damage to 88 units and required that all residents be evacuated again. The building was yellow tagged a second time by the Department of Public Works' Building and Safety Division.

The Housing Authority has abandoned the idea of installing solar panels, and is instead focused on immediately installing a watertight roof to allow the elderly residents to return to their units as soon as possible. To this end, BELFOR installed a three-ply tar and cap sheet, watertight roof eliminating any further water intrusion, per the recommendation of the Housing Authority's insurance company. There has been no water intrusion during the recent rains in early October. For further assurance and to provide the same level of thermal insulation as the prior roof, it is recommended that BELFOR install and apply a layer of foam over the damaged area and an additional 20

year warranted elastomeric waterproof coating over the entire roof which will also serve as a "cool" roof by reflecting heat.

The tenants are currently displaced and cannot return until the roof replacement is complete and the 88 damaged units and common areas have been repaired. The Department of Public Works has required that the final phase of the roofing occur prior to authorizing any restoration work taking place in the interior of the damaged units and several common areas in the building. This requirement will lengthen the time of reconstruction and delay the residents' return. As a result, the Housing Authority pursued the most expeditious method to complete the roof installation by entering into a noncompetitive contract with BELFOR USA Group Inc., the emergency contractor already onsite. Access Pacific, Inc.'s failure to secure the roof twice has forced the Housing Authority to rescind the Job Order for this roof project.

The enclosed Resolution delegates authority to the Executive Director to execute the recommended Contract with BELFOR USA Group, Inc., without advertising for bids.

#### **ENVIRONMENTAL DOCUMENTATION**

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a) (3)(ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions. It is categorically exempt from the provisions of CEQA. The Project, to complete revised scope roof project after rains damaged units at the West Knoll housing development, is within a class of projects that has been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 of the CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

#### **CONTRACTING PROCESS/SOLE SOURCE JUSTIFICATION**

The Housing Authority recommends approval of a noncompetitive emergency contract with BELFOR for completion of the roof replacement. The Housing Authority has submitted the required documentation to HUD to request approval to use federal funds for this emergency in accordance with HUD policy prior to execution of a contract. A standard procurement process would cause an unacceptable hardship and inconvenience to the elderly residents by delaying their safe return to the building. BELFOR is already familiar with the roof condition and can coordinate all the work onsite. This efficiency will allow the shortest timeframe to completion and quickest return of residents to the property. The Housing Authority estimates that the requested contract amount of \$657,001 is a fair and reasonable price for the work to be performed.

Honorable Housing Commissioners  
October 28, 2015  
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**IMPACT ON CURRENT PROJECT**

The award of the Contract will allow the new roof to be completed expeditiously, so the residents can return to their units as soon as possible.

Respectfully submitted,

  
SEAN ROGAN  
Executive Director

Enclosures

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OF THE HOUSING  
AUTHORITY TO EXECUTE A CONTRACT FOR CONSTRUCTION OF A NEW ROOF  
AT THE WEST KNOLL SENIOR HOUSING DEVELOPMENT IN THE CITY OF WEST  
HOLLYWOOD**

WHEREAS, in early July 2015, Access Pacific Inc., working under an existing Job Order Contract with the Housing Authority, began work on the replacement of the roof at the West Knoll senior public housing development, in order install a new solar roof;

WHEREAS, Los Angeles County experienced an unseasonal rainstorm on July 18, 2015, and the contractor had not properly secured the area where the existing roof had been removed, resulting in water damage and necessitating the evacuation of all the residents;

WHEREAS, after the initial rainstorm, a new emergency contractor, BELFOR USA Group Inc., was hired at the recommendation of the Housing Authority's insurance company to install a temporary roof protection cover and to protect the renovation of the units from further water damage;

WHEREAS, after the July rainstorm, the Housing Authority started the reroofing process immediately, but discovered, upon the removal of the existing roof, that a new roof system had to be designed to support the solar installation, which required a number of reviews and approvals;

WHEREAS, final approval was scheduled to be received on September 15, 2015, from the Los Angeles County Department of Public Works., but on September 15, 2015, there was another very heavy rainstorm and the roof cover failed, causing greater damage and requiring that all residents be evacuated again;

WHEREAS, the Housing Authority has abandoned the idea of installing solar panels, and is instead focused on immediately installing a watertight roof to allow the elderly residents to return to their units as soon as possible;

WHEREAS, the Los Angeles County Department of Public Works has required that the final phase of the roofing occur prior to authorizing any restoration work taking place in the interior of the building, which will lengthen the time of reconstruction and delay the residents' return;

WHEREAS, a standard procurement process would cause an unacceptable hardship and inconvenience to the elderly residents by delaying their safe return to the building.

WHEREAS, BELFOR USA Group Inc. is already familiar with the roof condition and can coordinate all the work onsite, allowing the shortest timeframe to completion and quickest return of residents to the property.

Honorable Housing Commissioners  
October 28, 2015  
Page 2

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority that immediate emergency work is necessary in order to replace the roof and repair the property so that residents can return to their units;

BE IT FURTHER RESOLVED that the Board hereby authorizes the Executive Director or his designee to:

1. Execute a Construction Contract, and all related documents, with BELFOR USA Group Inc., using up to \$657,001 in Community Development Block Grant and Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development, for the emergency roof replacement at the West Knoll senior public housing development in the City of West Hollywood, following receipt of the approved Faithful Performance and Labor and Material Bonds and insurance filed by the contractor;
2. Approve individual changes or additions in the work being performed under the Contract using the contingency amount of up to \$65,700 (10% of the original Construction Contract amount) for unforeseen project costs using CFP funds;
3. Upon his determination, and as necessary and appropriate, to amend the Contract, to terminate the contractor's right to proceed with the performance of the Contract, or to terminate the Contract for convenience.

The foregoing Resolution was on the \_\_\_\_ day of \_\_\_\_\_, 2015, adopted by the Board of Commissioners of the Housing Authority of the County of Los Angeles.

PATRICK OGAWA  
Acting Executive Officer

By \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:  
MARY C. WICKHAM  
Interim County Counsel

By \_\_\_\_\_  
Deputy